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ARRANGEMENTS FOR INTERGOVERNMENTAL MEETINGS

Note by the Executive Secretary

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I. INTRODUCTION

A. Mandate

1. Article 8.2 of the Convention provides that the functions of the secretariat shall be, *inter alia*, "to make arrangements for sessions of the Conference of the Parties and its subsidiary bodies established under the Convention and to provide them with services as required". Article 8.4 of the Convention also provides that ordinary sessions of the Conference of the Parties shall be held every year unless otherwise decided by the Conference of the Parties.

B. Scope of the note

2. Section II addresses the intergovernmental process under the Convention and how it might be improved and made more efficient. Section III of the note contains information on organizational arrangements for the Conference of the Parties at is fifth session (COP 5) and provides a list of possible elements for a provisional agenda for that session of the Conference. Section IV deals with arrangements for the Conference of the Parties at its sixth session (COP 6). Section V contains information on the calendar of meetings. The Executive Secretary consulted the Bureau on certain aspects of this note. Any further information or proposals arising before the SBI considers the note will be conveyed orally during the session.

C. Possible action by the Subsidiary Body for Implementation

3. Guidance is invited from the SBI on the matters raised in this note, in particular on:

(a) Ways of improving the intergovernmental process;

(b) The possible elements of a provisional agenda for COP 5;

(c) The organization of the work of COP 5, including the schedule of the session and of the subsidiary bodies, the establishment of a Committee of the Whole and the timing and nature of a high-level segment;

(d) Consultations on the composition of the Bureau for COP 5; and

(e) A recommendation to COP 5 on the second sessional period in 2000, including the date and venue of COP 6.

II. IMPROVING THE INTERGOVERNMENTAL PROCESS

4. The Convention process is continuing to evolve in accordance with the changing needs of Parties. It may be appropriate to take stock of the state of the process, up to and including COP 4, and to reflect on possible ways to improve it and make it more efficient and effective.

A. Scale

5. Sessions of the COP, whether or not accompanied by sessions of the subsidiary bodies, have emerged as very large and complex international events involving not only intergovernmental deliberations but also extensive non-governmental presence and a multiplicity of side-events, often with considerable media presence. This evolution has enhanced the impact of the COP on public opinion and the diverse segments of civil society. However, the cost and infrastructure requirements of hosting this scale of event exceed the capacities of many Parties. In addition, it has resource implications for all Parties, as participants and as contributors to the core budget, as well as for the secretariat. Parties may wish to comment on this trend.

B. Technical content

6. As the Convention process moves towards the technical analysis, design and review of inventory methodologies, national systems, implementation mechanisms, compliance procedures and the like, it is generating an intense demand for technical inputs from government experts, as well as from the secretariat and its partners. Parties may wish to comment on how the existing process, which has heretofore been charged with delivering results that are more "political" in character, could be shaped to respond better to this additional requirement.

7. One response apparent at COP 4 is the use of technical workshops to advance the preparations for discussions in the subsidiary bodies. While it is still early to evaluate the utility of this response, Parties may wish to comment on how this relatively new element of the Convention process could be used to best effect. One challenge to the secretariat in organizing such workshops is the need to balance two conflicting aims: responding to the broad interest in participation, while keeping numbers of participants small enough to permit a productive technical discussion among experts.

C. Volume and timing of documentation

8. Despite the efforts of all concerned, the volume of documentation for sessions of Convention bodies continues to grow in a manner that is putting strains upon production systems and budgets of the United Nations Office at Geneva (UNOG) and of the secretariat, as well as upon the absorptive capacity of delegations. This issue was last addressed in decision 18/CP.3. In reviewing the current situation, in the light of that decision, Parties may wish to consider two issues in particular:

(a) The volume of submissions by Parties (for compilation in miscellaneous documents): the documentation prepared for the tenth sessions of the subsidiary bodies provides some examples of voluminous submissions that might have been more economically circulated separately at the sessions. It would help to retain the cost-effectiveness of miscellaneous documents if the provisions of decision 18/CP.3, paragraph 3 (a) and (b) were fully respected, if all submissions were to be in electronic form and if the secretariat World Wide Web-site were accepted as the primary means of dissemination, with distribution of miscellaneous documents in hard copy available on request;

(b) The translation of documents related to national communications and in-depth reviews: this source of demand for translation services has been boosted by decision 6/CP.3, paragraph 3 (b), and cannot be met by UNOG without cost to its capacity to translate documents for sessions of Convention bodies.

9. Parties may also wish to consider how the workload of the Convention bodies, and documentary inputs thereto, could be spread out more evenly over time and the role that presiding officers, in consultation with the Bureau and the Executive Secretary, could play in achieving this aim.

D. Transparency

10. Parties have, on occasion, expressed concerns about consultative processes employed to obtain the final outcomes of COP sessions, considering their transparency inadequate and their results surprising (see for example, FCCC/CP/1998/6, para. 78). This type of concern is not limited to the Convention process. To some extent, it arises from difficulties of communication within caucuses or constituencies that operate within an intergovernmental process or their less-than-full coverage of the membership of the process. Nevertheless, Parties may wish to advise on ways and means of increasing the transparency of consultations at COP sessions, while maintaining their effectiveness. Following consultations with the COP Bureau, the secretariat offers the following suggestions for consideration by the SBI:

(a) It is difficult to apply a strict formula for constituting a closed negotiating or contact group, owing to the lack of a formal constituency structure. The chairperson should, however, strive for a composition that reflects all interests at stake. It would help the secretariat if informal constituencies provided up-to-date information of their membership;

(b) The possibility of informal consultations being limited to a selected group but conducted in full view of all interested Parties may be explored;

(c) If a subsidiary body reports back to the COP that a contact group at the official (technical) level has been unable to arrive at a conclusion, the level of subsequent consultations should be raised, e.g. a minister could be asked to take over the consultations, possibly accompanied by an official;

(d) The secretariat will explore practical ways to make negotiation processes more transparent to those not involved, in particular by informing them of the state of play and of the anticipated schedule for plenary meetings. Situations in which non-participants in negotiations wait overnight for a result should be avoided;

(e) Sessions should be concluded within the scheduled period. Final negotiations should end, at the latest, in the early hours of the scheduled last day of a session, permitting an orderly conclusion in a plenary meeting in the afternoon, with translation and full documentation.

E. Drafting

11. Drafts resulting from last-minute negotiations often contain linguistic or technical flaws, whose editorial correction after adoption is not always uncontroversial. To minimize such difficulties *ex post*, the secretariat offers the following suggestions:

(a) The secretariat should alert the presiding officers of a negotiating group to drafting problems or discrepancies in a text before the text has been agreed upon;

(b) Presiding officers should be open to such interventions by the secretariat;

(c) If time permits, the Rapporteur should review all draft decisions before they are submitted for final adoption by a plenary meeting.

III. FIFTH SESSION OF THE CONFERENCE OF THE PARTIES

A. Date and venue

12. At its fourth session, held from 2 to 14 November 1998, the Conference of the Parties (COP), on the proposal of the President, requested the Executive Secretary to continue consultations with the Government of Jordan and to report to the President of the Conference, not later than 11 December 1998, on whether the fifth session of the COP could be held in Amman, Jordan, in conformity with General Assembly resolution 40/243. After conducting further consultations, the Government of Jordan informed the Executive Secretary by a letter that Jordan would not be able to host COP 5 as originally proposed. In the absence of an offer from a Party to host COP 5 and in accordance with rule 3 of the draft rules of procedure of the COP and its subsidiary bodies being applied,[1] the Executive Secretary informed the Parties in his message

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[1] See document FCCC/CP/1996/2.

dated 17 December 1998 that the fifth session of the COP will be convened during the period 25 October to 5 November 1999 in Bonn. In this connection, it is envisaged that the subsidiary bodies will also meet within that sessional period.

B. Host country arrangements

13. A separate host country agreement on arrangements for COP 5 is not needed, as the agreement between the United Nations, the Government of the Federal Republic of Germany and the secretariat of the UNFCCC concerning the headquarters of the Convention secretariat already covers arrangements for meetings convened by the Convention secretariat in Bonn.

C. Possible elements for the provisional agenda for the Conference of the Parties at its fifth session

14. Rule 9 of the draft rules of procedure being applied provides that, "in agreement with the President, the secretariat shall draft the provisional agenda of each session". A list of possible elements for a provisional agenda for COP 5 has been prepared, after consultation with the Bureau, and is contained in the annex to this document. Most of the elements of the provisional agenda for COP 5 are also on the agendas of the subsidiary bodies for the current session. This should permit substantive progress to be made in preparing for COP 5. The implementation of decisions incorporated in the Buenos Aires Plan of Action will be considered in relation to the Convention or the Protocol as appropriate.

15. The secretariat has organized the agenda elements in five main groups:

(a) Organizational and procedural matters;
(b) Reports from the subsidiary bodies of the Convention on their work;
(c) Convention implementation issues;
(d) Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
(e) Administrative and financial matters.

16. Parties are invited to comment on the structure and content of the agenda elements. Views expressed will be taken into account by the secretariat in drafting the provisional agenda.

D. Organization of the session

(a) Overview

17. Consideration of the options for organizing the work of COP 5 and the related sessions of the subsidiary bodies have led to the following scenario:

(a) The formal opening of COP 5 may take place on Monday, 25 October or Monday, 1 November, in both cases in the morning. The chosen opening date will determine the date on which the new COP Bureau is elected, including the election of new chairpersons for the two standing subsidiary bodies. The opening of COP 5 will, as is customary, hear statements by the outgoing and incoming Presidents and the Executive Secretary as well as any welcome addresses that may be appropriate. In addition, it will take up organizational matters;

(b) Whichever formal opening date is chosen for COP 5, the subsidiary bodies will meet during the week of 25 October, including Saturday, 30 October. Services will be available for two parallel meetings with interpretation in the mornings, afternoons and some evenings of this period. The subsidiary bodies will seek during that period to complete their work and recommend decisions for adoption by the COP. Such decisions would be adopted by the COP on Monday, 1 November;

(c) Any matters on which the subsidiary bodies have not reached closure will be referred to the COP for further action. The COP may consider establishing a Committee of the Whole to complete work on such matters. The Committee of the Whole could start work on 1 or 2 November and would close on 4 November;

(d) COP 5 will close in the afternoon of Friday, 5 November. Thus, the night of 4 November will be the last opportunity to conclude any negotiations still under way.

18. It will be noted that there are two choices to be made in the above scenario: which of the two possible opening dates of COP 5 will be selected and whether or not to establish a Committee of the Whole. Advice is sought on the acceptability of the scenario and on these two questions within it.

19. Annex II shows the possible schedules of meetings during the period 25 October to 5 November in the form of two options, each reflecting a different opening date for COP 5. Both options include a Committee of the Whole and a high-level segment.

(b) High-level segment

20. A further question concerns the timing and nature of participation in COP 5 by ministers and other high-level participants. With regard to timing, it is suggested that, independently of the date of the formal opening of COP 5, the high-level segment of ministers and other heads of delegation may take place on Monday, 1 and Tuesday, 2 November. This would permit high-level participants to take stock of the progress of work, confer with each other and provide fresh guidance to their officials, leaving these to negotiate final outcomes. In addition, ministers and other heads of delegation may wish to present formal statements to the plenary and/or take part in discussions in informal settings, such as panels.

21. The final organizational question, related to the preceding one, is whether arrangements should be made for a series of formal statements to be delivered orally to the plenary by Parties, observer States, intergovernmental organizations and non-governmental organizations. If such a general debate were to be organized, as at previous COP sessions, it would take place during the high-level segment. On the other hand, it may be worth considering the alternative of disseminating such statements in writing and on the secretariat Web site, thus permitting ministers and other heads of delegation to use their brief time at the conference for direct interaction.

E. Other organizational matters

1. Participation

(a) Notification and attendance

22. Rule 5 of the draft rules of procedure being applied provides that "the secretariat shall notify all Parties of the dates and venue of a session at least two months before the session is held" (FCCC/CP/1996/2). Formal notification of the fifth session of the COP will be communicated in due course to all Parties through the National Focal Points. For those Parties that have not yet designated a National Focal Point, the notification will be sent to diplomatic missions in Bonn, and to the permanent missions in New York or the Ministry of Foreign Affairs, as appropriate, of Parties not represented in Germany. In all cases, the notification will be copied to diplomatic missions in Bonn and permanent missions in Geneva.[2] The notification will request that the representatives of Parties be provided by their Governments with full powers to participate in the session, including the possibilities to vote and to serve as officers of the fifth session and of any sessional bodies, and as officers of the subsidiary bodies.

23. In accordance with Article 23 of the Convention, States that are not Parties and that wish to participate in COP 5 as Parties from the opening day, should deposit their instruments of ratification or accession by 26 July 1999 at the latest. Such instruments should be received by that date by the Secretary-General of the United Nations as Depositary of the Convention, as the Convention enters into force for each State or regional economic integration organization, ninety days after the date of deposit of the instrument of ratification or accession.

(b) Financial support for participation

24. As at previous sessions of the COP, and depending on the availability of funding, the secretariat hopes to offer funding to: (a) two delegates from each Party that is a least developed country or an eligible small island developing State; and (b) one delegate from each other Party that fulfils the eligibility criterion for funding and that has paid its contributions for 1996, 1997

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[2] The secretariat will be seeking the views of Parties on their preferred avenues of communication in the period after diplomatic missions relocate from Bonn to Berlin.

and 1998. It is to be hoped that contributions to the Trust Fund for Participation in the UNFCCC Process will be forthcoming in the coming months so that funding will be available for each eligible Party to attend COP 5.

(c) Credentials

25. In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than twenty-four hours after the opening of the session. Any later change in the composition of the delegation shall also be submitted to the secretariat. The credentials shall be issued either by the head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. The Bureau of COP 5 shall examine the credentials and submit its report to the Conference; representatives shall be entitled to participate provisionally in the session, pending a decision by the COP to accept their credentials (see rules 20 and 21 of the draft rules of procedure being applied).

2. Rules of procedure

26. As the Conference of the Parties has not been able to adopt its rules of procedure, the draft rules of procedure as contained in document FCCC/CP/1996/2 will continue to be applied, with the exception of draft rule 42, until the rules of procedure are adopted by the Conference.

3. Officers

27. Rule 22 of the draft rules of procedure being applied provides that "at the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They will serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing States. The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups." Draft rule 22 being applied further states that "no officer may serve on the Bureau for more than two consecutive terms of one year."

28. The President of COP 4 will open and preside over COP 5 until it has elected a President for the session (see rules 23 and 26 of the draft rules of procedure being applied). In accordance with the regional rotation, it is the turn of the Eastern European group to provide the President of COP 5. The group is conducting internal consultations, and will report on the outcome. Further consultations will be required to determine the composition of the Bureau of COP 5, as well as the officers of the subsidiary bodies, as appropriate. The SBI may wish to invite the President of COP 4 to pursue informal consultations on the election of officers for COP 5 and report on the outcome.

29. The elected President of the fifth session will invite the Conference, at its first meeting, to elect the remainder of its officers and the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention. Rule 27 of the draft rules of procedure being applied provides that "each subsidiary body shall elect its own Vice-Chairman and Rapporteur". It is proposed that, if there is agreement on the nominations for these officers of subsidiary bodies, the precedent of the first session be followed and the provisions of rule 27 be waived to allow these officers to be elected directly by the Conference in plenary session. In the absence of such an agreement, the subsidiary bodies will be invited to elect their remaining officers.

4. Admission of organizations as observers

30. The admission of intergovernmental and non-governmental organizations as observers is governed by Article 7.6 of the Convention, which provides, *inter alia*, that "any body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object."

31. Following the practice of the UNFCCC, the secretariat will invite to COP 5 those intergovernmental and non-governmental organizations accorded observer status at previous sessions of the COP. Thus the procedure for admission to the COP will apply to new applicants only and to those organizations which received accreditation at COP 4 for attendance only.

32. The secretariat will prepare a list of intergovernmental and non-governmental organizations that have expressed a wish to be admitted to COP 5 for consideration by the Conference at the start of the session. In drawing up the list, the secretariat will take due account of the provisions of Article 7.6 and of the established practice whereby non-governmental organizations are required to furnish proof of their non-profit (tax-exempt) status in a State Member of the United Nations or of a specialized agency or of the International Atomic Energy Agency. The list will include all organizations that have requested and been accorded provisional admission to the work of the subsidiary bodies since COP 4.

33. In accordance with past practice the SBI may request the COP Bureau to consider the list of applicants prior to the session, with a view to establishing that the organizations contained in the list do meet all requirements, and to authorize the secretariat to advise those applicants of their "pre-admittance status", on the understanding that the final authority for the admission of observers rests with the COP.

IV. SIXTH SESSION OF THE CONFERENCE OF THE PARTIES

A. Date and venue

34. Article 7, paragraph 4, of the Convention provides that ordinary sessions of the COP shall be held every year unless otherwise decided by the Conference of the Parties. Accordingly COP 6 should take place in 2000 unless otherwise decided by the Parties. The calendar of meetings adopted at COP 4 includes a sessional period during November/December 2000, with the exact dates to be determined. A decision on this matter is necessary at COP 5.

35. Rule 3 of the draft rules of procedure being applied states that "sessions of the Conference of the Parties shall take place at the seat of the secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the Parties" (FCCC/CP/1996/2). However, the secretariat has not been able to secure conference facilities in Bonn, the seat of the secretariat, during the desired November/December period in 2000. (Facilities would be available from 16 to 27 October 2000.)

36. This indicates that, if the period indicated by COP 4 is to be retained, COP 6 should be hosted by a Party away from Bonn. It is hoped that any offers to host COP 6 would be made before or at the tenth session of the SBI to enable the SBI to make a recommendation for acceptance by COP 5. Such an offer would have to include an assurance that the host Government would cover the incremental costs of meeting away from Bonn. In view of the expected scale of COP 6 as the deadline for significant work under the Buenos Aires Plan of Action, an early agreement on the date and venue would facilitate the preparations for such a major international conference. In recommending acceptance of an offer to host, the SBI may also request the secretariat to start planning for COP 6 with the designated host country and to draw up the necessary host country agreement, pending confirmation by COP 5.

B. Presidency

37. With the cycle of rotation among the five regional groups to be completed at COP 5, a new cycle would begin at COP 6. The first cycle started with the Presidency from the Western Europe and Others Group. The hosting of a session of the COP away from the secretariat headquarters traditionally confers the presidency upon the host Government.

V. CALENDAR OF MEETINGS

38. At its fourth session, the Conference of the Parties adopted the following calendar of meetings of Convention bodies in 2000-2001:

(a) First sessional period in 2000: from 5 to 16 June;

(b) Second sessional period in 2000: November/December (dates to be determined);

(c) First sessional period in 2001: from 21 May to 1 June; and

(d) Second sessional period in 2001: from 29 October to 9 November.

39. In the light of any offers to host COP 6, the SBI may wish to recommend for adoption by COP 5 the dates for the second sessional period in 2000. It may also start consideration of the calendar of meetings for subsequent years.

Annex I

FIFTH SESSION OF THE CONFERENCE OF THE PARTIES: POSSIBLE ELEMENTS FOR A PROVISIONAL AGENDA

1. Opening of the session:

   (a) Statement by the President of the Conference at its fourth session;
   (b) Election of the President of the Conference at its fifth session;
   (c) Statement by the President;
   (d) Addresses of welcome;
   (e) Statement by the Executive Secretary.

2. Organizational matters:

   (a) Status of ratification of the Convention and the Kyoto Protocol;
   (b) Adoption of the rules of procedure;
   (c) Adoption of the agenda;
   (d) Election of officers other than the President;
   (e) Admission of organizations as observers;
   (f) Organization of work, including the sessions of the subsidiary bodies;
   (g) Calendar of meetings of Convention bodies;
   (h) Date and venue of the sixth session of the Conference of the Parties;
   (i) Adoption of the report on credentials.

3. Reports of subsidiary bodies:

   (a) Report of the Subsidiary Body for Scientific and Technological Advice;
   (b) Report of the Subsidiary Body for Implementation.

4. Review of the implementation of commitments and of other provisions of the Convention:

   (a) National communications from Parties included in Annex I to the Convention;
   (b) National communications from Parties not included in Annex I to the Convention;
   (c) Report of the Global Environment Facility to the Conference;
   (d) Development and transfer of technologies: consultative process (decision 4/CP.4);
   (e) Implementation of Article 4.8 and 4.9 of the Convention: identification of initial actions (decision 5/CP.4 and Article 2.3 and 3.14 of the Kyoto Protocol);
   (f) Activities implemented jointly: decision on the pilot phase and progression beyond (decision 6/CP.4);

(g) Multilateral consultative process under Article 13: action on matters outstanding (decision 10/CP.4);
(h) Research and systematic observation (Articles 4.1(g) and 5 of the Convention);
(i) Scientific and methodological aspects of the proposal by Brazil;
(j) Second review of adequacy of Article 4.2(a) and (b);[3]
(k) Review of information and possible decisions under Article 4.2(f).

5. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP 1) (decision 8/CP.4), including:[4]

(a) Matters relating to land-use, land-use change and forestry;
(b) Work programme on mechanisms (decision 7/CP.4);
(c) Procedures and mechanisms related to compliance: report on progress and the possible establishment of an ad hoc group;
(d) Impact of single projects on emissions in the commitment period (decision 16/CP.4).

6. Administrative and financial matters:

(a) Programme budget for 2000-2001;
(b) Income and budget performance in the biennium 1998-1999;
(c) Arrangements for administrative support to the Convention;
(d) Institutional linkage of the Convention secretariat to the United Nations;
(e) Juridical personality of the Convention secretariat on the international plane;
(f) Implementation of the Headquarters Agreement.

7. [General statements:

(a) Statements by ministers and other heads of delegation of Parties at the high-level segment;
(b) Statements by observer States;
(c) Statements by intergovernmental organizations;
(d) Statements by non-governmental organizations.[5]]

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[3] At COP 4, it "proved impossible to reach agreed conclusions or decisions" on this matter (see FCCC/CP/1998/16, para. 64). Item 5 (i) is therefore included here in accordance with rule 16 of the draft rules of procedure being applied which provides that "any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Conference of the Parties".

[4] Progress on other aspects of the implementation of decision 8/CP.4 will be reported upon under items 3, 4 (a) and 4 (d) above.

[5] See paragraph 21.

8. Other matters.

9. Conclusion of the session:

(a) Adoption of the report of the Conference of the Parties on its fifth session;
(b) Closure of the session.

Annex II

FIFTH SESSION OF THE CONFERENCE OF THE PARTIES: POSSIBLE SCHEDULES OF MEETINGS

Scenario 1

First week: Subsidiary Bodies; Second week: COP, including the high-level segment (HLS) and the Committee of the Whole (CoW)

COP Plenary	2 days	**HLS**	1½ days	**SBI**	6 days
CoW	3 days			**SBSTA**	6 days

Week 1

	Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
	25-Oct	**26-Oct**	**27-Oct**	**28-Oct**	**29-Oct**	**30-Oct**
a.m., Plenary I	SBI (1)	SBI (3)	SBI (5)	SBI (7)	SBI (9)	SBI (11)
a.m., Plenary II	SBSTA (1)	SBSTA (3)	SBSTA (5)	SBSTA (7)	SBSTA (9)	SBSTA (11)
p.m., Plenary I	SBI (2)	SBI (4)	SBI (6)	SBI (8)	SBI (10)	SBI (12)
p.m., Plenary II	SBSTA (2)	SBSTA (4)	SBSTA (6)	SBSTA (8)	SBSTA (10)	SBSTA (12)
Week 2						
	01-Nov	**02-Nov**	**03-Nov**	**04-Nov**	**05-Nov**	
a.m., Plenary I	COP Plenary	HLS			COP Plenary	
a.m., Plenary II		CoW	CoW	CoW		
p.m., Plenary I	COP Plenary	HLS			COP Plenary	
p.m., Plenary II	HLS	CoW	CoW	CoW		

Scenario 2

First week: Subsidiary Bodies, with COP Plenary on first day; Second week: COP resumed, including the high-level segment (HLS) and the Committee of the Whole (CoW)

COP Plenary	2 days	**HLS**	1½ days	**SBI**	5½ days
CoW	3½ days			**SBSTA**	5½ days

Week 1

	Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
	25-Oct	**26-Oct**	**27-Oct**	**28-Oct**	**29-Oct**	**30-Oct**
a.m., Plenary I	COP Plenary	SBI (2)	SBI (4)	SBI (6)	SBI (8)	SBI (10)
a.m., Plenary II		SBSTA (2)	SBSTA (4)	SBSTA (6)	SBSTA (8)	SBSTA (10)
p.m., Plenary I	SBI (1)	SBI (3)	SBI (5)	SBI (7)	SBI (9)	SBI (11)
p.m., Plenary II	SBSTA (1)	SBSTA (3)	SBSTA (5)	SBSTA (7)	SBSTA (9)	SBSTA (11)
Week 2						
	01-Nov	**02-Nov**	**03-Nov**	**04-Nov**	**05-Nov**	
a.m., Plenary I	COP Plenary	HLS			COP Plenary	
a.m., Plenary II		CoW	CoW	CoW		
p.m., Plenary I	HLS	HLS			COP Plenary	
p.m., Plenary II	CoW	CoW	CoW	CoW		

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